

**COUNTY OF FAIRFAX**  
**DEPARTMENT OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES**

**Request for Qualifications - Architectural/Engineering**  
**Basic Ordering Agreement Professional Services**

THE COUNTY OF FAIRFAX, VIRGINIA, Department of Public Works and Environmental Services is soliciting qualifications from architectural/engineering (A/E) firms to provide professional services for feasibility studies, special design studies, special services, peer reviews, and design and construction administration of various capital facility projects of common County building types under a basic ordering agreement (BOA). These building types include, but are not limited to, the following: administrative offices, courthouses, fire stations, police stations, libraries, community and recreational facilities, human services residential facilities and clinics, garages, vehicle maintenance facilities, public works facilities, etc.

Fairfax County intends to award contracts with a ceiling limit of \$6,000,000 per year each to two firms for BOA work. The amount authorized for any one project shall not exceed \$2,000,000. Selected firms will be required to perform other miscellaneous design duties such as value engineering team member and peer reviews and shall have a full service consultant team including mechanical, electrical, plumbing, civil, structural, value engineering, independent cost estimating, HVAC commissioning, and special inspections/testing. All services will be implemented on a task order basis (as-needed); no specific projects are identified at this time. The contracts will be for a one-year period, with the County's option to renew for four additional one-year periods.

A Selection Advisory Committee (SAC) will review and evaluate the Request for Qualifications (RFQ) of all firms based on the criteria listed below. Each criterion will be rated on a scale ranging from 0 to 4 with 0 being unacceptable and 4 being excellent. In addition, each criterion has been assigned a weight factor based on importance with 1 being of low importance and 4 being of high importance. These criteria will be used to determine the short list of firms to invite for interviews.

| Criteria:   | Scale (0-4): | Weight Factor (1-4): |
|---|--------------|----------------------|
| Qualifications of professional and non-professional staff assigned to the BOA                           |              | 4                    |
| Identification of the firm's full team, prime and sub-consultants, for primary and support A/E services |              | 4                    |
| Prime consultant firm's, sub-consultant firms', and team members' experience with County building types |              | 4                    |
| Experience preparing feasibility studies  |              | 3                    |
| Quality of the RFQ submission   |              | 3                    |
| Technical expertise on renovation projects  |              | 3                    |
| Experience with federal, state, and Fairfax County codes/ordinances, zoning and permitting requirements |              | 3                    |
| Past performance/references in providing A/E BOA contracts and/or IDIQ's for project owners             |              | 3                    |
| Experience with performing peer reviews of design documents   |              | 2                    |
| Ability to conduct value engineering sessions and provide appropriate value engineering team members    |              | 2                    |

|  |  |   |
|--|--|---|
| Availability of resources and firm's ability to track and meet the individual task order schedules |  | 2 |
| Ability to respond to sites within the County and to County offices                                |  | 1 |

The County intends to assign projects under the two BOA's based on the following considerations:

- Value of previous authorized task order work
- Number of previous task orders assigned
- Specialized capabilities of consultant and sub-consultant team
- Previous experience with similar projects
- Availability of resources
- Performance on previously assigned task orders

The SAC will short-list firms, conduct interviews, and make selection recommendations to the Deputy Director of Department of Public Works and Environmental Services. Interviews from a short-list of selected firms are projected to be held in October 2015.

Consultant teams that wish to be considered for this BOA must submit six (6) copies of their statements of qualifications to Mr. Carey Needham, Director, Building Design and Construction Division, 12000 Government Center Parkway, Suite 449, Fairfax, Virginia 22035-0052. The statements of qualifications submission must include:

- Statement of Interest
- GSA Standard Form 330 Part 1 and Part II for the primary firm and all major sub-consultants
- List of references with current address and telephone numbers for recently completed services of a similar nature

All Statements of Qualifications shall be delivered no later than 4:00 p.m., local prevailing time, September 21, 2015. Statements of Qualifications received after this date and time will not be considered. The Statements of Qualifications shall not exceed thirty (30) double-sided sheets or sixty (60) single-sided sheets, including required 330 forms. Fairfax County is committed to protecting the environment; therefore, submittals must be made of paper product only.

Questions related to this solicitation should be directed to Mrs. Lisa Gossard, R.A., Project Manager, Building Design Branch at 703-324-2462 or email [Lisa.Gossard@fairfaxcounty.gov](mailto:Lisa.Gossard@fairfaxcounty.gov), TTY: 711.

Fairfax County is committed to paying a living wage to all qualified County employees and encourages contractors and subcontractors involved in all County programs, services, and activities to pay a living wage to their employees.



To request this information in an alternate format, please call Tamikia Hill, Building Design and Construction Division, Department of Public Works and Environmental Services at 703-324-5800, TTY: 711.